



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: MFS-269-112010

FOR:

MARS LANDING SITES

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date: 03/01/2010

Local Time: 3:00 p.m.

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be in writing and submitted electronically to the attention of:

Name:	Michele F. Schneider	Mail Stop:	201-203
Title:	Subcontracts Manager	Phone:	(818) 354-5605
		Fax:	(818) 393-3027
		E-Mail	Michele.F.Schneider@jpl.nasa.gov

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ATTACHMENTS TO THE SOLICITATION. See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. *Both A and B Attachments can be found through the electronic address identified below.* Hard copies of the Group B Attachments will be mailed by request only. Note that Group B Attachments are very important and may become requirements under the Contract.

World Wide Web: <http://acquisition.jpl.nasa.gov/e2000.htm>

2. JPL anticipates awarding fixed price subcontracts. The following general provisions will be applied when appropriate:
[Fixed-Price Research and Development Subcontract
RSA \(Research Support Agreement\)](#)

GENERAL INSTRUCTIONS

1.0 GENERAL REQUIREMENTS/INFORMATION

The effort to be performed will be in accordance with the technical requirements stated within this document; if you choose to submit more than one proposal (maximum of 3 proposals) for this effort, each proposal must be responsive to JPL's requirements, independently complete and under separate cover. JPL reserves the right to retain all proposal information submitted in response to this RFP.

This RFP does not commit JPL or the United States Government to pay any proposal preparation and related costs incurred in the submission of your proposal. JPL reserves the right to reject all proposals.

- 1.1 All proposals will be submitted electronically via email to Michele.f.schneider@jpl.nasa.gov

1.2 Data

If the proposal contains data that is not to be disclosed for any purpose other than for proposal evaluation, you must place on the cover sheet of each proposal volume the following wording:

"Data contained in pages _____ of this proposal furnished in connection with RFP No. MFS-269-112010 shall not be used or disclosed, except for evaluation purposes, provided that if a subcontract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent provided in the subcontract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

1.3 Requests for Clarification/RFP Addenda

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing or by e-mail to the individual referenced by "Attention:" on the RFP cover page. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers as addenda to the RFP.

1.4 Compliance With Export Control Laws and Regulations

In the performance of this RFP, JPL may exchange information or other technology which may be subject to the export control laws and regulations of the United States, including the International Traffic in Arms Regulations (ITAR), 22 C.F.R. 120-130 and the Export Administration Act Regulations (EAR), 15 C.F.R. 730-774). All proposing parties agree to fully comply with all such laws and regulations in the performance of this RFP.

2.0 LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP will cause the entire proposal to be late. Late proposals will not be considered for award, except under any of the following circumstances:

- 2.1 JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- 2.2 No acceptable proposal(s) are received as of the proposal due date(s) and time.

NOTE: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received by the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

3.0 SOURCE EVALUATION AND SELECTION PROCESS

The basis of source selection is predicated on the following (JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.):

- 3.1 Proposals will be evaluated in the areas of technical value as described in the Technical/Management Proposal Instructions of the RFP. Source selection will be based on the responsive, responsible (within the meaning of Federal Acquisition Regulation 9.1) offeror whose proposal is determined to represent the best technical and management value to JPL for the anticipated firm-fixed price amount of \$25,000.
 - 3.1.1 Proposals are evaluated against the pre-set areas of evaluation outlined in the Technical/Management Proposal Instructions of the RFP.
 - 3.1.2 If the Buy American Act or rent-free use of Government-furnished property applies, the cost/price will be adjusted as required for the purpose of evaluation.
 - 3.1.3 JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer(s) should be included in the competitive range. Such pre-competitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to: to clarify omissions, ambiguities and uncertainties in the proposal's supplemental business/cost information. Proposers not considered within the competitive range are eliminated from further consideration and are so notified.
 - 3.1.4 JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined to be within the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by verifying strengths and weaknesses, discussing any omissions and ambiguities, assessing the proposed personnel and examining the proposer's capabilities for performing the work.

4.0 EXCEPTIONS TO THE GENERAL PROVISIONS (GPS) AND/OR ADDITIONAL GENERAL PROVISIONS (AGPS)

- 4.1 No exceptions allowed: JPL has made the determination that ANY exceptions to JPL's General Provisions and/or Additional General Provisions will render your proposal unacceptable.

TECHNICAL/MANAGEMENT PROPOSAL INSTRUCTIONS

Present and organize your proposal in accordance with the following:

1.0 MANDATORY QUALIFICATION(S)

1.1 There are no Mandatory Qualification Criteria for this RFP.

2.0 SUBCONTRACT AWARDS

2.1 JPL anticipates issuing multiple firm fixed price awards valued at \$25,000.

3.0 TECHNICAL/MANAGEMENT PROPOSAL INSTRUCTIONS

INTRODUCTORY INSTRUCTIONS

JPL will evaluate Volume I of your proposal based on the information asked for in the below "INSTRUCTIONS," in respect to the degree to which your proposal meets the requirements/needs of the technical criteria. The degree to which the requirements/needs are met may include any number of considerations, such as the suitability of the various areas of the technical/management approach(es), the level of understanding of the requirements, the extent of insight into the technical/management challenges and their solution(s), the effectiveness of management structure, the relevancy of corporate and/or personnel experience, etc., as is appropriate for each area of evaluation.

VOLUME I - TECHNICAL/MANAGEMENT EVALUATION CRITERIA AND ORGANIZATION				
TECHNICAL/MANAGEMENT CRITERIA AND THEIR WEIGHTING		PROPOSAL ORGANIZATION		
Criteria	Weighting	Maximum Page Limit: 3 excluding references, 1 page curriculum vitae, and institutional cover letter/approval		
TECHNICAL/MANAGEMENT CRITERIA				
• T1. Responsiveness to the requirements. Meets the technical requirements specified in the attached RFP cover letter.	75%			
• T2. Qualifications of proposing team. Experience and familiarity with Mars and its characteristics.	25%			
Total Score Possible:		100%		
*If “Page Limit” is checked: Any required page limitations included in an RFP shall be strictly enforced. A page is each face of a piece of paper containing substantive, evaluatable information; page size: 8 ½” x 11”; any drawings/photos are included (foldouts will be considered 2 or more pages); single spacing minimum; font size not less than 10; all margins ½” or greater. If “Required” page limit, no pages beyond the number specified will be evaluated. Unless requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.				

4.0 DELIVERABLES

- 4.1 Final report due May 2011
- 4.2 Workshop participation in Spring 2011

5.0 SUPPLEMENTAL BUSINESS/COST INFORMATION

5.1 Financial Statement

Submit a copy of your annual financial statements for the last three years and any information regarding additional resources required to perform the proposed effort such as an established line of credit or other financial resource.

5.2 License and Royalty Information

If your proposal contains costs for royalties or licenses, indicate the amount and be ready to furnish details.

5.3 Attachments

The Section of this RFP entitled "Attachments" consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only and can be accessed via the electronic address provided below. Hard copies of the Group B Attachments will be mailed by request only. Note that the Group B Attachments are very important and may be required under the Subcontract.



ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

NOTE TO PROPOSERS: Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒. See:

<http://acquisition.jpl.nasa.gov/groupb.htm>

GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:

Attachment	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input checked="" type="checkbox"/> A-4	Acknowledgment - Commercial Items or Services (form JPL 2384-1)
<input type="checkbox"/> A-5	Acknowledgment - CREI Contract (form JPL 2384-3)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input checked="" type="checkbox"/> A-8	Acknowledgment - RSA Subcontract (form JPL 2384-8)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	(RESERVED)
<input type="checkbox"/> A-13	(RESERVED)
<input checked="" type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input checked="" type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

GROUP B - For information only:

Attachment	Title and Form Number
<input checked="" type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input type="checkbox"/> B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity(Executive Order 11246) (form JPL 2899)
<input type="checkbox"/> B-9.1	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
<input type="checkbox"/> B-9.2	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease

- ☐ B-10 Facilities – Alternate (form JPL 2896-1)
- ☐ B-10 Certificate of Current Cost or Pricing Data (form JPL 2496)
- ☐ B-11 Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
- ☐ B-12 (RESERVED)
- ☐ B-13 Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
- ☐ B-14 (RESERVED)
- ☐ B-15 (RESERVED)
- ☐ B-16 (RESERVED)
- ☐ B-17 JPL Contractor Safety and Health Notification (form JPL 2885)
- ☐ B-18 (RESERVED)
- ☐ B-19 Additional General Provisions – Safety and Health (If applicable, plans required before award)